TurnitinUK Blackboard® Integration Student User Manual

Updated September 2, 2009

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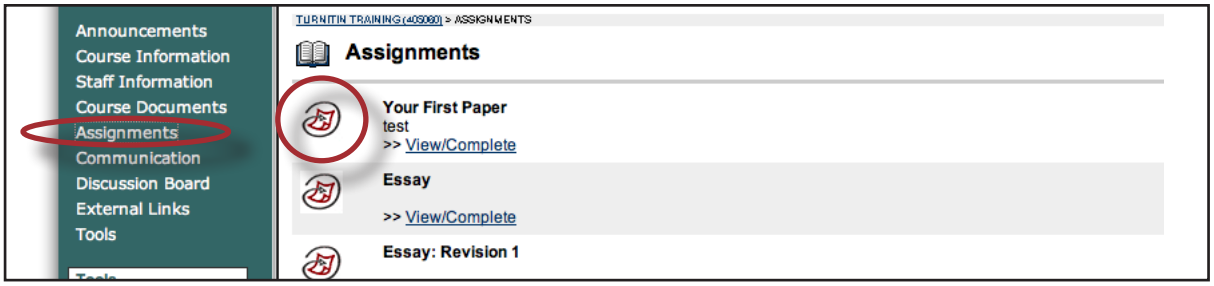
Student Usage

Welcome to the student usage section of the TurnitinUK Blackboard Integration Manual. This section will educate students on how to submit papers to a TurnitinUK assignment. Other topics that will be covered are: how to resubmit to an assignment, a walkthrough of the assignment inbox interface and how to view an Originality Report.

Submitting a Paper

Student users submit papers to a TurnitinUK assignment from the TurnitinUK assignment inbox for that particular assignment. To access the TurnitinUK assignment inbox the student will need to click on the *Assignments* link to view the assignments created for the course. The assignments page lists all the assignments created by the instructor for students to submit to. TurnitinUK assignments can be identified by the TurnitinUK logo to the left of the assignment.



File Types and Size

TurnitinUK currently accepts the following file types for upload into an assignment:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content or the instructor may be contacted to request multiple assignments to submit the document in sections.

Note: Text only files may not exceed 2 MB.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

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Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

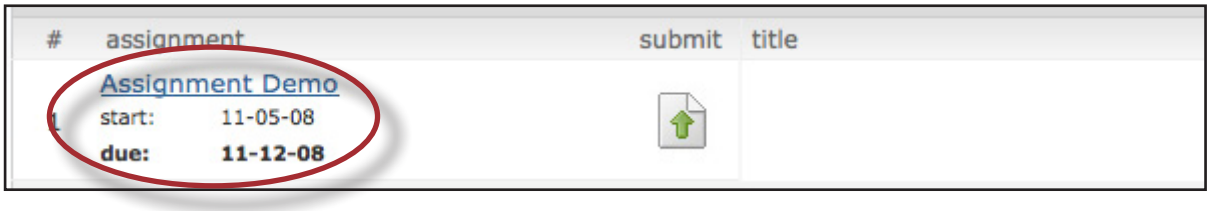
Note: Users whose files are saved in a file type that is not accepted by TurnitinUK will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Tip: When converting a file to a new file format, users should rename their file with a name other than that of the original file. This is suggested to prevent permanent loss of the original formatting or image content of a file due to it being overwritten.

How to Submit a Paper

To submit a paper to a TurnitinUK assignment in Blackboard, the user must log in and upload a file to an existing assignment. TurnitinUK assignments cannot accept student submissions until the assignment start date and time has passed. Assignments may also reject submissions after the due date and time set by the instructor.

To check the start date and due date information, click on the *view/complete* link for the TurnitinUK assignment in the assignments page. This action opens the assignment inbox showing assignment information, including start and due dates/times as well as other assignment information or special instructions.



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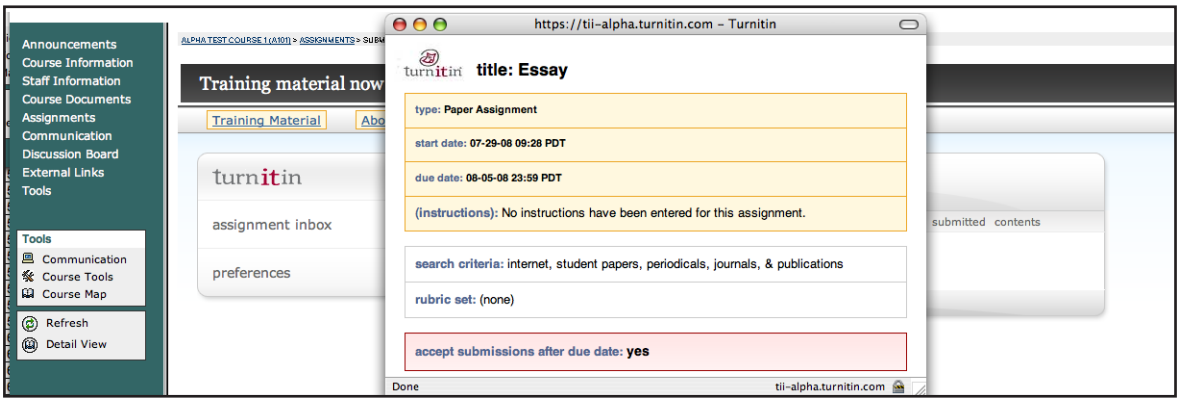
Clicking on the name of the assignment in the assignment inbox will open a pop up window containing all the assignment information.



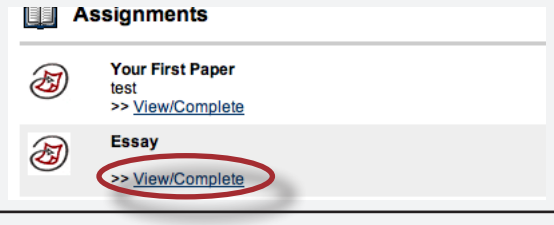
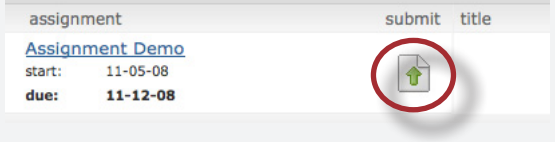
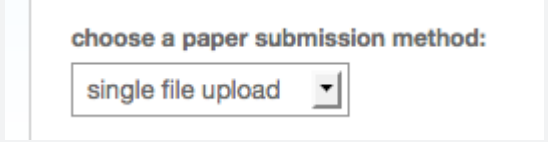
There are two options for a student to submit a paper: file upload or cut and paste.

Single File Upload

The file upload allows students to submit to the assignment by directly loading the file from their computer.

Warning: Make sure that the file type you are submitting can be accepted by TurnitinUK.

Note: Users whose files are saved in a file type that is not accepted by TurnitinUK will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Submitting a paper by file upload:	
1. In the assignments page click on the TurnitinUK assignment to open the assignment inbox for the chosen assignment	
2. Click on the *submit* icon to the right of the assignment name	
3. Select *single file upload* from the *choose a paper submission method:* pull down menu	

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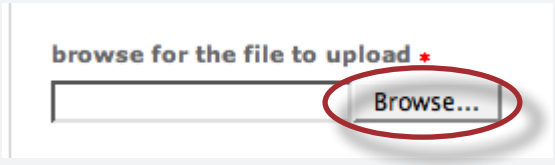
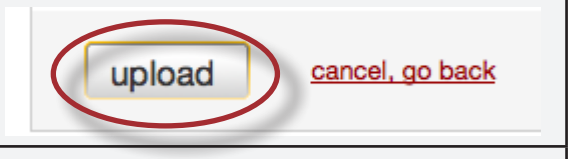
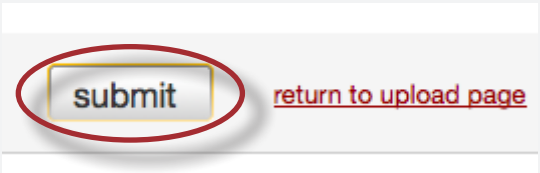
Submitting a paper by file upload:	
4. Click the *Browse* button and select the file to upload. Fill in the *submission title* field with the paper name	
5. Click *upload* to upload the file. A status bar will appear displaying the upload progress	
6. Review the preview panel. This is a text only version of the paper being uploaded. Confirm it is the correct version of the file to send	
7. Click *Submit* **Warning**: This step must be completed, or the submission is not finished. The paper will not be available to the student or the instructor	

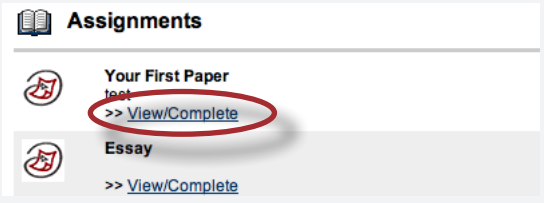
After the submission has been completed on step 7 a digital receipt is displayed on screen. A copy is also sent via e-mail to the address for the user login. Save the receipt and the paper ID it contains, as this is proof of a completed submission.

The digital receipt contains a unique paper ID number, the name of the user profile submitting, the paper title given by the submitting party, the assignment title, and the e-mail address for the user submitting, as well as the body text of the file submitted.

Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

Submitting a paper by copy and paste:	
1. In the assignments page click on the TurnitinUK assignment to open the assignment inbox for the chosen assignment	

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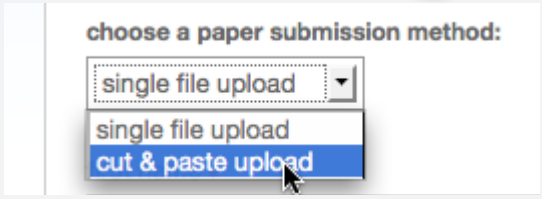
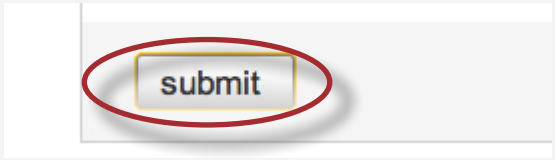
Submitting a paper by copy and paste:	
2. Click on the *submit* icon to the right of the assignment name	
3. Select *cut & paste* upload from the *choose a paper submission method:* pull down menu	
4. Fill in the submission title field and copy the text from the text document. This must be done from a word processor able to open the file to submit content from. Do **not** manually type an entire paper in the copy/paste field, which could cause the user login to time-out, losing all the entered data	
Tip: To cut and paste text, highlight the text of a paper in a word processing or text editing program and select *copy* from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select *paste* from your browser's edit menu	
5. Click *submit* to complete the cut and paste submission of the text pasted into the content box	

Resubmitting

Some assignments may allow students the ability to overwrite their previous submissions until the due date and time set for the assignment. This option can be set by the instructor on an assignment by assignment basis. If overwriting is not enabled, the instructor must manually delete a previous submission to allow the student user to submit a second file.

Note: Only a single file may be submitted by a student user to any TurnitinUK assignment. Any second or subsequent submission will overwrite the original file submission in this assignment. Multiple files cannot be uploaded to the same assignment by a student.

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Tip: If there is more than one file that must be submitted to complete the directions given by an instructor, contact the instructor immediately. Additional assignments may be created, or the student users may need to combine multiple documents into a single file of an acceptable file type to be uploaded into TurnitinUK.

How to Resubmit to an Assignment

If resubmission by overwrite has been enabled or an instructor has deleted the student user's first submission, resubmitting a paper is handled in an identical manner as a first time submission to an assignment. Follow the steps for a first time submission as listed in this handbook.

Note: When a student user clicks on the *submit* icon in the class portfolio page for an assignment allowing overwrite resubmission, a warning pop-up will appear. This serves to notify the student user that, if available, Originality Reports for any resubmission that is made in this assignment will require an additional twenty four hour delay to generate.

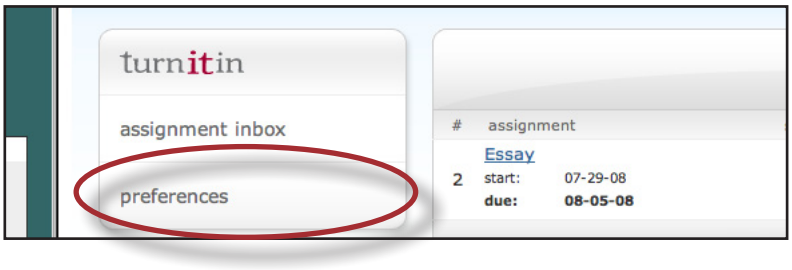
This applies to all submissions past the first submission made by any student user in any assignment.

Originality Reports

Instructors can choose for each assignment whether or not to allow students to view Originality Reports. If a student has been given access to Originality Reports, they can view their report by clicking on an assignment's *view/complete* link. This action will take the student to his or her assignment inbox. In this screen the student can click the Originality Report icon to view their Originality Report. For more information about Originality Reports view the Student User manual available at: http://submit.ac.uk/static_jisc/ac_uk_training.html

Assignment Inbox Preference and Help Menus

The *preferences* and *help* links in the Assignment inbox provide easy access to customizing the assignment inbox and links to user guides, training videos and a searchable knowledge base.



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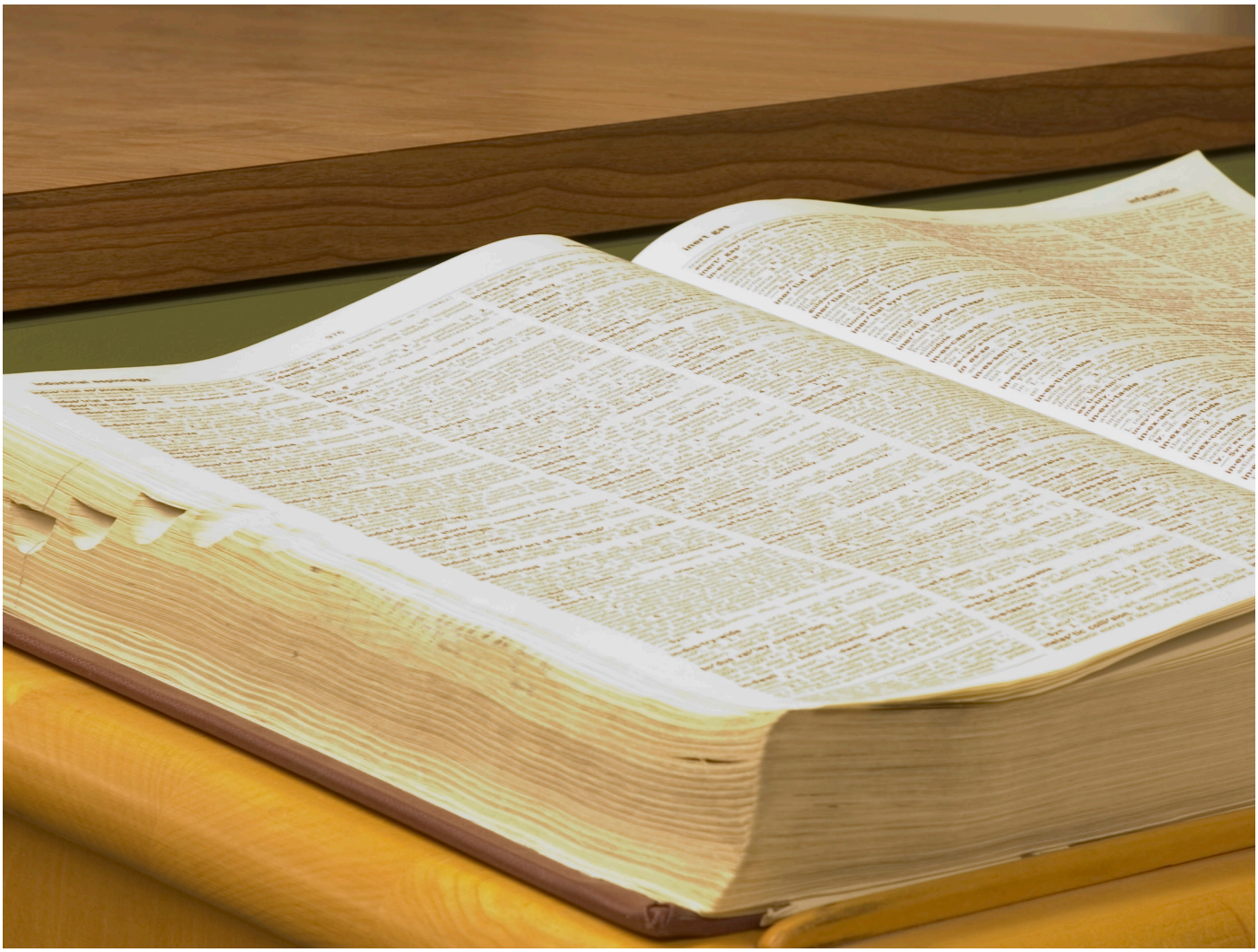

turnitinUK

Glossary

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Definitions

account - a TurnitinUK account allows instructors to use products purchased from TurnitinUK

account ID - the numeric identification number for a specific account or sub-account

administrator - the controller of a specific TurnitinUK account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access

assignment - Submissions to a class on TurnitinUK are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class

building block - a building block is a set of files that can be installed on an institutions Blackboard server to allow users to create and access TurnitinUK assignments from within Blackboard

class - to allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrolment password

class portfolio - the class portfolio page is the main view page of a student for a specific class

default submission type - a user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a TurnitinUK class

digital receipt - the digital receipt is a confirmation of a successful paper submission to a TurnitinUK assignment. The digital receipt contains the unique *paper ID* number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by jisc_help@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail

download - transmission of a file from TurnitinUK to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used

due date - the due date on a TurnitinUK assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the TurnitinUK system. Only the instructor can enable late submissions on an assignment on TurnitinUK. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class

export (stats) - downloading a copy of account statistics in a Microsoft Excel® format to a user's

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computer

GradeMark - a digital grading product offered by TurnitinUK which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardised rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product

home page - the default login page, which is different based on the selected default user type of the user profile being accessed

instructor - the term used for teachers, tutors, or other student-assisting users added or authorised to join as instructors on a specific TurnitinUK account. A single person may be joined to multiple TurnitinUK accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on TurnitinUK

internet archive - TurnitinUK's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows TurnitinUK to search against information that is no longer available or which has changed over time

items per page - a user info page preference that allows users to determine the number of items from any list they wish to see per page on TurnitinUK

knowledge base - The knowledge base is an area we have created for our users to search for help or information on specific aspects of using TurnitinUK. Also available are frequently updated lists of the most common questions we receive

libraries - the libraries menu displays the rubrics created by TurnitinUK or the instructor. For more information about rubrics please view the GradeMark training video or the rubric section of the GradeMark manual available at https://submit.ac.uk/static_jisc/ac_uk_training.html

log in - the act of an authorised user entering the e-mail address and personal password created for a user profile to enter TurnitinUK as the user associated with the e-mail address entered

Optical Character Recognition (OCR) - Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to TurnitinUK. TurnitinUK only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document

Originality Report - the Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories

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scanned by TurnitinUK. Citations, quotations, and bibliographic material are all scanned against TurnitinUK's repositories to determine an overall similarity percentage as well as specific matches to similar text

Overall Similarity Index - the overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the TurnitinUK repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison

paper - a paper refers to the document or file submitted by a user to an assignment in a class on the TurnitinUK website

paper ID - the paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission

Peer Review - this product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to topic questions selected or created by the instructor as well as metric scoring questions. Basic rubric marking is available for students if selected by the instructor. A peer review assignment must be based on a normal TurnitinUK assignment where the student papers are initially submitted

Plagiarism Prevention - this product creates Originality Reports for submissions in assignments on TurnitinUK. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work

post date - the post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation

product - a specific service, feature, or group of features offered by TurnitinUK as part of the purchase of a TurnitinUK license by an educational customer

proxy server - a proxy server is a server that stands between an institution's network and the internet. The proxy server passes requests from the institution's network to places on the internet and returns the responses from the internet to the institution's network

repository - a set of information of a specific type or types. In the specific context of the Originality Report provided by TurnitinUK, repository is used to refer to the type of information the submission was evaluated against for direct

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matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions

resubmit - the act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor

revision (assignment type) - an assignment created by an instructor that is linked to an existing assignment. Revision assignments may have a different start, due, or post date than the primary assignment. Revision assignments allow instructors to easily enable students to submit multiple drafts of the same submission to different assignments. Revision assignments, like regular assignments, only allow one paper per student to be submitted

shared secret key - a shared secret key is the eight digit, alphanumeric code that an institution's TurnitinUK account administrator has created with the account's TurnitinUK Sales Representative. The shared secret key is used to verify the integrity of requests sent from the Institution's Blackboard account to the institution's TurnitinUK account

start date - a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class

student - a user type able to enrol in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorised to join

sub-account - an account created beneath a parent account. The TurnitinUK account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts.

submission - a file or files uploaded by a student or instructor user into an assignment within a TurnitinUK class. Only a single file per student user can be submitted to an assignment by a student user

submission type - TurnitinUK offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either file upload or cut-and-paste submission. Instructors are able to submit files by file upload, copy and paste, bulk upload, or zip upload options. The default file type for a user to submit by can be viewed or changed in the preferences section of the user info page

upload (file) - the act of submitting or sending a file into a specific assignment within a TurnitinUK for

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use with the TurnitinUK products selected for the class

user profile - the user profile is a set of user preferences and information associated with a specific ID within TurnitinUK. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the TurnitinUK repository. New attempts to create a profile associated with an e-mail address currently existing in TurnitinUK will not succeed

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